



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - HESSEN
UNIT 20193, BOX 0001
APO AE 09165-0001

REPLY TO
ATTENTION OF

IMEU-HAN-HR

23 August 2005

MEMORANDUM FOR All US Army Garrison Hessen Directors and Managers (to include Tailored Garrisons) and Hanau Community Base Operations Manager

SUBJECT: Garrison Commander's Policy (CP) Memorandum 7-4
Newcomer's Entry and Exit Interviews with US Army Garrison Hessen Commander

1. REFERENCES. US Army Garrison Hessen Awards Policy Memorandum dated 23 Aug 2005.

2. PURPOSE. To establish US Army Garrison (USAG) Hessen procedures for incoming and exiting personnel to be interviewed by the USAG Hessen Commander. For the purpose of this policy, personnel is defined as military member (Enlisted, E7 and above and Officer O3 and above) and civilian appropriated fund employees in the grade of GS 11 and above, Local National employees C7 and above and NAF employees NF 4 and above.

3. RESPONSIBILITIES.

a. USAG Hessen Administrative Officer is responsible for scheduling entry and exit interviews with the USAG Hessen Commander.

b. Commander, USAG Wiesbaden, Baumholder and Giessen or their designated representative is responsible for scheduling through the USAG Hessen Administrative Officer entry and exit interviews for personnel identified in para 2 above with the USAG Hessen Commander.

c. Hanau BASOPS Manager or designated representative is responsible for scheduling through the USAG Hessen Administrative Officer entry and exit interviews for personnel identified in para 2 above and who work within the Hanau Community with the USAG Hessen Commander.

d. USAG Hessen Directors or their designated representatives are responsible for scheduling through the USAG Hessen Administrative Officer entry and exit interviews for personnel identified in para 2 above and who work on the USAG Hessen Staff with the USAG Hessen Commander.

4. EXECUTION. Within 30 workdays of arrival to or departure from USAG Hessen, Tailored Garrison Commanders, Hanau BASOPS Manager and USAG Hessen Directors will schedule the identified personnel for an entry or exit interview with the USAG Hessen Commander.

IMEU-HAN-HR

SUBJECT: Garrison Commander's Policy (CP) Memorandum 7-4

Newcomer's Entry and Exit Interviews with US Army Garrison Hessen Commander

a. Newcomers. Within 30 days of the arrival of new personnel, responsible Tailored Garrison Commanders, Hanau BASOPS manager, USAG Director or designated representative will coordinate and schedule with USAG Hessen Administrative Officer a 15-minute entrance interview with the USAG Hessen Commander at the Garrison headquarters in Hanau, Germany or at the respective tailored garrison, whichever is more feasible.

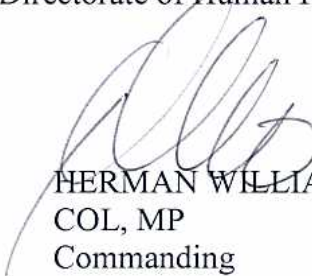
b. Tailored Garrison Commanders, Hanau BASOPS Manager, USAG Director or designated representative will ensure the USAG Hessen Administrative Officer is provided the following pertinent information a minimum of one day prior to entrance brief with the Commander: short biography with career highlights, schooling, professional goals, hobbies, family information, hometown, and immediately prior military or civilian assignment.

c. Departing Personnel. Tailored Garrison Commanders, Hanau BASOPS Manager, USAG Director or designated representative will schedule through the USAG Hessen Administrative Officer a 15-minute exit interview with the Garrison Commander at the Garrison Headquarters in Hanau, Germany or at the respective tailored garrison, whichever is more feasible. All awards or special recognition for departing personnel that tailored garrison requests Full Garrison Commander to present must be submitted in accordance with current USAG Hessen Awards Policy dated 23 August 2005.

d. Tailored Garrison Commanders, Hanau BASOPS Manager, USAG Director or designated representative will ensure the USAG Hessen Administrative Officer is provided the following pertinent information a minimum of three days prior to exit brief with the Commander: length of time with the organization, positions held while serving with USAG Hessen, tour highlights and significant personal and professional accomplishments, and next assignment.

5. REPORTING: Tailored Garrison Commanders, Hanau BASOPS Manager, USAG Director or designated representative will provide a monthly report to the DHR, USAG Hessen not later than the first Friday of the month, listing all personnel as defined in this policy who arrived and departed during the preceding month and confirm those who had entrance interviews, have an upcoming entrance interview and those that had and have scheduled exit interviews. Furthermore, the report will include the reason why someone captured by this policy departed without an exit interview. DHR will include this input in the Monthly USAG Hessen Command and Staff meeting.

6. Point of contact is the USAG Hessen Directorate of Human Resources at DSN 323-3685.



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COL, MP
Commanding